



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE  
AND DEFENSE ACQUISITION UNIVERSITY**

**1. PARTIES**

The parties to this Memorandum of Understanding (MOU) are the Military Education Institute (MEI) at Florida Community College at Jacksonville, referred to as FCCJ hereafter, and Defense Acquisition University, referred to as DAU hereafter.

**2. PURPOSE**

The purpose of this MOU is to outline a strategic partnership between FCCJ and DAU.

**3. RESPONSIBILITIES**

**Florida Community College at Jacksonville will:**

- a. Maintain accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). (Attachment A: Accreditation Documentation)
- b. Guarantee admission standards and requirements as stated in the FCCJ current catalog for DAU employees admitted to FCCJ under this agreement shall not exceed those of applicants seeking admission to FCCJ. (Attachment B: FCCJ Admissions Policy)
- c. Provide academic instruction, degree roadmaps, and advising to accommodate the requirements of students in FCCJ's academic programs. FCCJ programs offered include the Associate in Arts Degree, the Associate in Science Degree, the Associate in Applied Science Degree, and Technical Certificates. (Attachment C: Degree Roadmaps)
- d. Follow standard approved FCCJ procedures for approving academic programs, approving faculty selection and assignment and monitoring and evaluating programs.
- e. Upon receipt of a complete student application form and request for evaluation, FCCJ will evaluate applicable transfer of credits. FCCJ will award credit as appropriate for students' chosen degree option.
  - i. College credit may be awarded based on credit recommendations by the American Council on Education (ACE).
  - ii. College credit may be awarded for learning experiences derived from training programs or work experience if properly documented. Credit will be awarded in accordance with FCCJ's policy for prior learning assessment.
  - iii. College credit may be awarded for College Level Examination Program (CLEP) General and Subject exams, Excelsior Exams, and Defense Activity for Non-Traditional Education Support (DANTES) Subject

- Standardized Test (DSSTs) exams based on FCCJ's current list of tests accepted and their minimum passing scores.
- iv. College credit may be awarded for tests passed under FCCJ's internal testing program for prior learning, Proficiency Examination Program (PEP).
  - v. College credit may be awarded for DAU courses evaluated by FCCJ faculty and staff for intended articulation. (Attachment D: DAU to FCCJ Course Equivalency)
- f. Provide an online method for the purchase of textbooks and required materials through FCCJ's contracted text book provider to students prior to the beginning of each course at prices consistent with on-campus rates.
  - g. Provide complete information on available financial aid to all students and potential students.
  - h. Ensure instructors are available for academic consultation with students.
    - i. In regard to online classes, instructors will be available via email during the length of the class.
    - ii. In regard to in-seat classes, instructors will be available before and/or after class or during scheduled office hours or by appointment during the length of the class.
  - i. Keep complete and accurate academic records.
  - j. Provide an FCCJ Web page for DAU employees to learn more about their academic options with FCCJ.
  - k. If DAU determines the need for an offsite location, FCCJ will make its campuses available under a separate agreement to be developed at that time.

**Defense Acquisition University will:**

- a. Assist FCCJ in distribution of information regarding academic opportunities at FCCJ to DAU students.
- b. Place transfer of credit information and a link to FCCJ's Military Education Institute on the DAU Web site. DAU will update information on the DAU Web site as changes occur.
- c. Work with FCCJ to identify college credit courses to be offered at flexible times convenient to the majority of DAU employees.

**4. LIABILITY**

Florida Community College services are intended to lend technical knowledge and support to the client. Any recommendations made by our staff are offered in strictly an advisory capacity and are not to be construed as legal advice. Florida Community College agrees to use its best efforts to diligently perform the services set forth in this agreement,

but shall in no way be liable for any loss, damages, fines, penalties, or forfeitures resulting from that service.

## **5. POINTS OF CONTACT**

## **6. MODIFICATION**

This agreement may be modified in writing upon the mutual written consent of both parties. As this strategic partnership evolves with additions and modifications to the original MOU, these changes will be reflected as addenda to the original MOU.

## **7. TERMINATION**

- a. The terms of this agreement, as modified with the consent of both parties, will remain in effect until September 30, 2009. The agreement may be extended by the mutual written agreement of both parties. Upon 30 days written notice to the other party, either party may terminate this agreement without cause.
- b. In the event of termination, the parties agree to be responsible for developing a phase-out process that will focus on the best interests of the active students in the program.

## **8. OTHER**

- a. FCCJ and DAU upon mutual agreement will entertain collaborative research projects that benefit both the DAU and FCCJ curricula.
- b. FCCJ and DAU may use the other party's logo or name in published materials specifically only to reference this memorandum of understanding and hyperlinks

to the other party's Web site. Any and all marketing, promotional or publications materials developed pursuant to this agreement prepared and developed by one party must be reviewed and approved by the other party prior to use of any such materials.

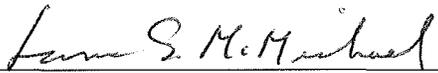
- c. Individual students bear the responsibility for payment of tuition, fees, and any other costs related to enrollment in FCCJ's degree or certificate programs.
- d. Students will be subject to the policies and procedures of FCCJ.
- e. No agreements concerning the transfer or exchange of any asset of either party is intended or implied by this memorandum. FCCJ and DAU are separate and independent institutions of higher education and by this agreement both will continue to operate as separate institutions. The administrators of FCCJ and DAU are authorized to sign, prepare and implement plans of action and procedures necessary to effect this agreement.

**9. GOVERNING LAW**

This agreement shall be interpreted under the laws of the State of Florida. The parties hereto acknowledge and agree that the College ("FCCJ & MEI") is a political subdivision of the State of Florida. As such, the College's performance under this Agreement and any amendments hereto or attachments connected herewith, shall at all times be subject to any and all state laws, state regulations and District Board of Trustees Rules which are applicable to the College's operations, commitments and/or activities in the furtherance of any terms specified herein.

**APPROVED BY:**

THE DEFENSE ACQUISITION UNIVERSITY

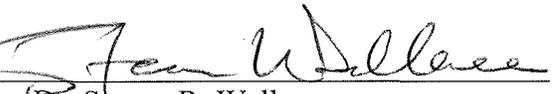
By:   
Dr. James S. McMichael  
Vice President  
Defense Acquisition University

Date: September 27, 2004

By:   
Dr. Jerry G. Davis  
Associate Dean for Outreach, South Region  
Defense Acquisition University

Date: 9/27/04

FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE

By:   
Dr. Steven R. Wallace  
President  
Florida Community College at Jacksonville

Date: 9/23/04

By:   
Dr. Bruce H. Brunson  
Executive Director, Military Education Institute  
Florida Community College at Jacksonville

Date: 9/27/04



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS  
COMMISSION ON COLLEGES

1866 Southern Lane • Decatur, Georgia 30033-4097  
Telephone 404/679-4500 Fax 404/679-4558

June 13, 1997

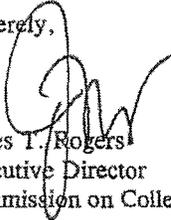
Dr. Edgar C. Napier  
Interim President  
Florida Community College  
at Jacksonville  
501 West State Street  
Jacksonville, FL 32202-4030

Dear Dr. Napier:

This is to certify that Florida Community College at Jacksonville in Jacksonville, Florida, is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate's degrees.

The institution was initially accredited in 1969 and was last reviewed and reaffirmed in 1994. The 1994 reaffirmation review covered the main campus and all extended sites. The institution is scheduled to receive its next reaffirmation of accreditation review in 2004.

Sincerely,

  
James T. Rogers  
Executive Director  
Commission on Colleges

JTR:rb



## General Admissions Eligibility

Individuals seeking general admission to Florida Community College must meet the following minimum criteria, except as provided below:

1. The individual must be a U.S. citizen.
2. The individual must be 18 years of age or older.
3. The individual must have earned a standard or college ready high school diploma or the equivalency of a high school diploma.

Individuals seeking admission to Florida Community College who do not meet the general admissions criteria may seek admission if they meet the criteria of the following special admissions classifications:

### Special Admissions Classification for Adult Students

Applicants 18 years of age or older who have not earned a high school diploma or a high school equivalency diploma and are not currently enrolled in a high school may be admitted as special students under the following conditions:

#### Non-High School Graduates

Adults who have not earned a standard or college-ready high school diploma or the equivalency of a standard high school diploma may be admitted to the College's adult general education Post Secondary Adult Vocational programs (PSAV). Adults who have not earned a standard or college-ready high school diploma or the equivalency of a standard high school diploma may be admitted into college-credit classes with the following requirements and restrictions:

1. The individual will be required to take the College Placement Test or the Test of Adult Basic Education.
2. The individual may enroll for no more than 12 hours of college-credit course-work before completing his/her standard or college-ready high school diploma or the equivalency of a standard high school diploma.

#### Non-U.S. Citizen Students Who Are Adults

Individuals who are age 18 or older and who are not citizens of the United States may be admitted to Florida Community College if they meet the criteria of any category listed above and if they are in compliance with the standards from the Immigration and Naturalization Service.

### Special Admissions Classification for Minors

United States citizens under the age of 18 may be admitted to the College under one of the following sets of conditions with confirmation from all high schools attended that the individual has not been convicted of any of the following offenses:

1. Distribution of drugs
2. Simple battery upon school employees or agents
3. Robbery
4. Extortion
5. Burglary of school property
6. Criminal mischief or vandalism
7. Possession of weapons or dangerous objects
8. Indecent public conduct
9. Battery upon another student resulting in bodily harm
10. Inciting or participating in a major student disorder
11. Commission of any felony

#### High School Graduates

Minors who have earned a standard or college-ready high school diploma or the equivalency of a standard high school diploma may be admitted to Florida Community College with authorization to attend from their

parent or legal guardian.

#### Dual Enrollment for High School Students

Students enrolled at a public or private high school, or home school may be admitted to Florida Community College for either college or vocational/ technical credit if they meet the dual enrollment requirements in accordance with state statute and have high school authorization.

#### Accelerated College for High School Students

High school sophomores or higher who have not earned a high school diploma may be admitted to Florida Community College for college credit courses under the following requirements and restrictions.

1. The individual must have authorization to attend the College from his/her high school, parent or legal guardian, and meet established grade point average.
2. The individual will be required to take the College Placement Test if he/she plans to enroll in college-credit courses.
3. Accelerated college is not a dual enrollment program, and students will only receive college credit for courses taken.
4. Students pay all tuition and fees for courses taken.

#### Other Non-High School Graduates

Minors who have not earned a standard or college-ready high school diploma or the equivalency of a standard high school diploma and who are no longer attending a public or private school may be admitted to the College's adult basic education (ABE), vocational preparation instruction (VPI), general educational development (GED), or English for Speakers of Other Languages (ESOL) programs if they have authorization to attend the College from their parent or legal guardian.

Applicants age 18 and over who have not earned a high school diploma or its equivalent and who are no longer attending a public or private school may also be admitted to the College's adult high school program.

#### Non-U.S. Citizen Students Who Are Minors

Individuals who are not citizens of the United States who are high school sophomores or higher may be admitted if they meet the criteria of Accelerated College for High School if they are in compliance with standards from the Immigration and Naturalization Service.

#### Selective Access

Selective access programs have special selection and admission criteria. Special procedures may be obtained from the program office as listed in this catalog. Selective access programs include: criminal justice technology (academy track), criminal justice officer administration (academy track), dealer specific automotive technology, human services, industrial management technology (maritime), industrial management technology (naval nuclear power operations), dental hygiene, emergency medical services (EMS) technology, emergency medical technology (EMT), histotechnology, medical laboratory technology, nursing, paramedic, physical therapist assistant and respiratory therapy programs.

**Degree Roadmaps**

- Business Administration Degree (2213)
- Business Administration (Management) Degree (A213)
- Business Management Certificate (6251)
- Accounting Technology Degree (2201)
- Industrial Management Technology Degree (A278)

**Degree Roadmap: AS Business Administration (2213)**

<i>FCCJ Course</i>	<i>ACE credit via DAU course</i>	<i>ACE Identifier</i>	<i>Subject Exam Available</i>	<i>Distance Learning Available</i>
CGS1100 Microcomputer Applications			X	X
ENC 1101 English Composition I			X	X
GEB 1011 Introduction to Business*			X	X
ENC 1102 English Composition II			X	X
BUL 2131 Business Law I*				X
MAC 1105 College Algebra			X	X
MAR 1011 Principles of Marketing*			X	X
MAC 2233 Calculus for Business and Social Science			X	Hybrid
ECO 2013 Principles of Economics I			X	X
Social and Behavioral Sciences Area A			X	X
ECO 2023 Principles of Economics II			X	X
SPC 2600 Fundamentals of Speech Communication			X	X
Humanities			X	X
QMB 2100 Business Statistics <i>OR</i> STA 2023 Elementary Statistics	BCF 101 Fundamentals of Cost Analysis	DD-1115-0001 (V. 1 & 2)	X	X
Natural Science with Lab			X	X
General Elective				X
ACG2021 Financial Accounting*				X
Natural Science			X	X
ACG2071 Managerial Accounting				X
MAN 2021 Principles of Management*	BCF 203 Intermediate Earned Value Management	DD-1408-0028	X	X
MAR 1942 Internship				

\*A student who completes these electives is eligible for the Business Operation Technical Certificate (6250).

***Degree Roadmap: AAS Business Administration (Management) (A213)***

<i>FCCJ Course</i>	<i>ACE credit via DAU course</i>	<i>ACE Identifier</i>	<i>Subject Exam Available</i>	<i>Distance Learning Available</i>
ENC 1101 English Composition I			X	X
SOP 1002 Human Relations				X
ECO 2013 Principles of Economics I			X	X
Humanities			X	X
Mathematics			X	X
BUL 2131 Business Law I				X
GEB 1011 Introduction to Business			X	X
MAR 1011 Principles of Marketing			X	X
MAC 2233 Calculus for Business and Social Science			X	X
BUL 2242 Business Law II				X
FIN 2000 Principles of Finance				X
OST 1581 Professional Development in the Work Environment			X	X
OST 2335 Applied Business Communications				X
CGS1100 Microcomputer Applications				X
MAN 2125 Supervision and Performance Improvement				X
ACG 2021 Financial Accounting or APA1001 Applied Accounting				X
CGS 2554 Introduction to e-Business				X
MAN 2300 Human Resource Development			X	X
MAN 2021 Principles of Management	BCF 203 Intermediate Earned Value Management	DD-1408-0028	X	X
MAR 1943 Internship				
Professional Electives: 6 Credit Hours				

***Degree Roadmap: Business Management Certificate (6251)***

<i>FCCJ Course</i>	<i>Ace Credit via DAU Course</i>	<i>ACE Identifier</i>	<i>Subject Exam Available</i>	<i>Distance Learning Available</i>
GEB 1011 Introduction to Business			X	X
FIN 2000 Principles of Finance				X
BUL 2131 Business Law I				X
MAN 2300 Human Resource Management			X	X
MAR 1011 Principles of Marketing			X	X
MAN 2125 Supervision and Performance Improvement				X
SPC 2600 Fundamentals of Speech Communication			X	X
APA 1001 Applied Accounting or ACG2021 Financial Accounting				Hybrid X
MAN 2021 Principles of Management	BCF 203 Intermediate Earned Value Management	DD-1408-0028	X	X

***Degree Roadmap: AS Accounting Technology (2201)***

<b><i>FCCJ Course</i></b>	<b><i>ACE credit via DAU course</i></b>	<b><i>ACE Identifier</i></b>	<b><i>Subject Exam Available</i></b>	<b><i>Distance Learning Available</i></b>
ENC 1101 English Composition I			X	<b>X</b>
MAC 1105 College Algebra			X	X
ECO 2013 Principles of Economics I			X	X
Social and Behavioral Sciences Area A			X	
Humanities			X	X
GEB 1011 Introduction to Business			X	X
CGS 1060 Introductory to Computer Concepts or CGS 1570 Microcomputer Applications			X	X X
ACG 2021 Financial Accounting				X
ACG 2071 Managerial Accounting				X
ACG 2100 Intermediate Accounting I				X
TAX 2000 Individual Taxes				
OST 2335 Applied Business Communications				X
ACG 2110 Intermediate Accounting II				
QMB 2100 Business Statistics	BCF 101 Fundamentals of Cost Analysis	DD-1115-0001 (V. 1 & 2)		
ACG 1943 Internship				
<b>Professional Electives – 18 Credit Hours</b>				
MAN 2590 Materials Management	ACQ 101 Fundamentals of Systems Acquisition Management IRM 101 Basic Information Systems Acquisition LOG 205 Provisioning PQM 103 Defense Specification Management PUR 101 Simplified Acquisition Management	DD-1408-0030 (V. 2); AR-1405-0221 (V. 2); DD-1408-0029; DD0326- 0008; DD-1408-0012; DD-1408-0036; DD- 1408-0024 ( <i>choose one</i> )		
MAN 2021 Principles of Management	BCF 203 Intermediate Earned Value Management	DD-1408-0028	X	

***Degree Roadmap: Industrial Management Technology (Military) (A278)***

<b><i>FCCJ Course</i></b>	<b><i>ACE credit via DAU course</i></b>	<b><i>ACE Identifier</i></b>	<b><i>Subject Exam Available</i></b>	<b><i>Distance Learning Available</i></b>
			X	
ENC 1101 English Composition I			X	X
General Education Elective				X
Mathematics			X	X
Social and Behavioral Sciences Area A			X	X
Humanities			X	X
GEB 1011 Introduction to Business			X	X
MAN 2021 Principles of Management	BCF 2023 Intermediate Earned Value Management	DD-1408-0028	X	X
ECO 2013 Principles of Economics I			X	X
BUL 2131 Business Law I				X
MAN 2300 Human Resource Management			X	X
CGS 1060 Introductory Computer Concepts			X	X
CGS 1570 Microcomputer Applications			X	X
Professional Electives (24 credits) via ACE Guide	<i>Various</i>	<i>Various</i>		

**ATTACHMENT D**

**DAU to FCCJ Course Equivalency**

<b>Course</b>	<b>ACE Identifier</b>	<b>Effective Dates</b>	<b>Hours</b>	<b>FCCJ Transfer</b>
ACQ 101 Fundamentals of Systems Acquisition Management	DD-1408-0012	9/94-5/97	3	MAN 2590
ACQ 101 Fundamentals of Systems Acquisition Management (On-line)	DD-1408-0030 Version II	11/98-Present	2	MAN2590
BCF 101 Fundamentals of Cost Analysis	DD-1115-0001 Version I	6/96-9/01	3	QMB2100
BCF 101 Fundamentals of Cost Analysis	DD-1115-0001 Version II	10/01-Present	3	QMB2100
BCF 103 Fundamentals of Business Financial Management	DD-1401-0001	4/03-Present	1	FIN ELECT
BCF 203 Intermediate Earned Value Management	DD-1408-0028	12/97-12/03	3	MAN2021
BCF 208 Software Cost Estimating	DD-1402-0005 Version II	5/97-Present	3	OST ELECT
BCF 211 Acquisition Business Management	DD-1408-0034	4/98-Present	2	MAN ELECT
BCF 215 Operating and Support Cost Analysis	DD-1401-0002	10/01-Present	2	FIN ELECT
CON 101 Basics of Contracting <b>(Resident Version)</b>	DD-1408-0032	10/97-08/02	3	MAN ELECT
IRM 101 Basic Information Systems Acquisition (On-line)	DD-1408-0036	9/99-Present	2	MAN 2590
LOG 101 Acquisition Logistics Fundamentals	DD-1405-0010	10/99-Present	1	MAN ELECT
LOG 201 Intermediate Acquisition Logistics	DD-0326-0009	3/99-9/01	3	MAN ELECT
LOG 205 Provisioning	AR-1405-0221 Version II	1/93-Present	3	MAN 2590
PQM 103 Defense Specification Management	DD-1408-0029	4/98-Present	2	MAN2590
PQM 201 Intermediate Production, Quality, and Manufacturing	DD-1408-0024	10/94-11/00	3	MAN2590
PUR 101 Simplified Acquisition Fundamentals	DD-0326-0008	10/97-9/98	3	MAN2590
SAM 101 Basic Software Acquisition Management (On-line)	DD-1408-0037	12/98-Present	2	MAN ELECT
TST 101 Introduction to Acquisition Workforce Test and Evaluation	DD-1408-0050	10/00-Present	1	MAN ELECT